



PROGRAM MANAGER I, II, & III SERIES, OFFICE OF EMERGENCY SERVICES
DEPARTMENTAL OPEN EXAMINATION
EXAM CODES: OE066
6OE06-01 - Program Manager I
6OE06-02 - Program Manager II
6OE06-03 - Program Manager III

The bulletin announcing the above examination is amended as follows:

- **The final filing date has been changed to 06/15/2016.**
- **The Program Manager I and II will be a Qualifications Appraisal Examination.**
- **The Program Manager III will be a Training & Experience Examination.**
- **We regret any inconvenience this may cause. If you have previously applied for this exam, you do not need to reapply.**

Department(s):	California Governor's Office of Emergency Service (Cal OES)
Opening Date:	05/18/2016
Cut-off Date:	06/15/2016
Monthly Salary:	Program Manager I: \$5442.00 - \$6771.00 Program Manager II: \$5979.00 - \$7442.00 Program Manager III: \$7203.00 - \$8176.00
Exam Type:	Departmental Open, Statewide
Testing Location:	Sacramento, Los Alamitos

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. All applicants must meet the minimum qualifications as stated in this examination announcement by the final filing date (06/01/16).

HOW TO APPLY

Applications must be POSTMARKED no later than 5:00 p.m. on the final filing date. FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked, personally delivered or received via inter-office mail after the advertised Final File Date will not be accepted.

NOTE: The examination title(s) and code(s) must be indicated on the application. If you are applying for multiple examinations within the Program Manager Series, please submit one application for all.

SUBMIT STATE APPLICATIONS ONLY TO THE ADDRESS INDICATED BELOW. DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR). Applications may be obtained at www.jobs.ca.gov and www.caloes.ca.gov on the Internet or at any Employment Development Department office.

FILE BY MAIL / IN PERSON:

California Governor's Office of Emergency Services
Human Resources – Examinations
3650 Schriever Avenue
Mather, CA 95655

TESTING AND FINAL FILE DATE INFORMATION

Once you have taken the examination, you may not reapply for twelve (12) months.

Final File Date: June 15th, 2016

QUALIFICATIONS APPRAISAL

The Program Manager I and II Examinations will be Qualifications Appraisal interviews. It is anticipated that the interviews will be scheduled during month of July/August 2016.

TRAINING & EXPERIENCE

The Program Manager III will be a Training and Experience Questionnaire. It is anticipated that the questionnaire will be scheduled to submit during month of July/August 2016.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements mark the appropriate box on the application. A Special Testing Arrangements Questionnaire will be sent to you for completing and returning to the California Governor's Office of Emergency Services for review and approval. If you have questions regarding special testing arrangements please call the California Governor's Office of Emergency Services, Recruitment and Selection Services at (916) 845-8321. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, voice line at 1-800-735-2922.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications received without this information will be rejected.**
Resumes are optional.

MINIMUM QUALIFICATIONS

Program Manager I, Office of Emergency Services:

Either I

One year of experience performing duties of a class comparable in level to that of Senior Emergency Operations Planner, Office of Emergency Services, in the California state service.

Or II

Two years of experience performing duties of a class comparable in level to that of an Emergency Services Coordinator, Office of Emergency Services, Range B, in the California state service.

Or III

Experience: Four years of experience in emergency services activities in a staff position with increasingly responsible management, planning, program evaluation, or related experience beyond the trainee level which shall have included the preparation of reports and the presentation of recommendations to management, at least one year of which must have been in a full journey person technical capacity. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Senior Emergency Operations Planner, Office of Emergency Services.)

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Program Manager II, Office of Emergency Services:

Either I

One year of experience performing duties of a class comparable in level to that of a Program Manager I, Office of Emergency Services, in the California state service.

Or II

Two years of experience performing duties of a class comparable in level to that of Senior Emergency Operations Planner, Office of Emergency Services, in the California state service.

Or III

Three years of experience performing duties of a class comparable in level to that of an Emergency Services Coordinator, Office of Emergency Services, Range B, in the California state service.

Or IV

Experience: Five years of experience in emergency services activities in a position with increasingly responsible management, planning, program evaluation, at least one year of which must have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Program Manager I, Office of Emergency Services.)

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Program Manager III, Office of Emergency Services:**Either I**

One year of experience performing duties of a class comparable in level to that of a Program Manager II, Office of Emergency Services, in the California state service.

Or II

Two years of experience performing duties of a class comparable in level to that of a Program Manager I, Office of Emergency Services, in the California state service.

Or III

Experience: Six years of experience in emergency services activities in a position with increasingly responsible management, planning, program evaluation, or related experience which shall have included the preparation of recommendations to management, at least two years of which must have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include two years performing the duties of a class with a level of responsibility not less than that of Program Manager II, Office of Emergency Services.)

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION & LOCATION(S)**Program Manager I, Office of Emergency Services:**

This is typically the first working supervisor level. Incumbents at this level direct fully developed staff functions; supervise a small group of professional, technical or analytical staff performing journeyman level work; and personally perform the most difficult or sensitive work. Incumbents administer emergency services program(s) in a geographic region, or direct a unit or section, to plan and administer one or more statewide emergency services. Incumbents function as recognized authorities in areas of specialized knowledge and have ongoing coordinating responsibility over others in one or more areas of the Department's operation. May function as a nonsupervisory staff specialist in difficult and sensitive program development, policy, or coordination projects.

Program Manager II, Office of Emergency Services:

This is the full supervisory level over professional and analytical staff performing journeyman level work. Incumbents at this level normally supervise a moderate number of professional and technical staff and spend the majority of their time in supervisory/managerial activities as distinct from working level assignments. Incumbents direct multiple emergency services program(s) in a geographic region; or direct a Section or Branch with multi-program responsibility in planning preparedness and/or response recovery operations. They are responsible for a complex operation with multiple department or statewide influence that is critical to the Department's primary mission.

Program Manager III, Office of Emergency Services:

Incumbents at this level have full management and supervisory responsibility for major emergency services programs with multi-departmental or statewide impact. This is the first management level characterized by multiple subordinate supervisors and a large professional, technical and analytical staff doing highly complex and varied emergency services program work. Incumbents normally supervise a moderate to large number of professional and technical staff and spend the majority of their time in policy-related and managerial activities as distinct from lower level assignments. Positions at this level provide a high degree of expertise to develop and administer major programs of statewide scope, and assure that highly complex and sensitive organizational goals, including policy goals, are met. Incumbents are responsible for formulating and/or administering statewide or agency policies, procedures and programs. Incumbents direct the administration of emergency services programs of a very large Section or Branch having multi-program responsibility in planning preparedness and/or response recovery operations.

Positions exist in various regions throughout the State of California.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Demonstrate ability to act independently, open-mindedness, flexibility and tact. Willingness to work unusual hours and on Saturdays, Sundays, and holidays and to travel throughout the State.

EXAMINATION INFORMATION

The Program Manager I and II examinations consist of a Qualifications Appraisal Panel weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be achieved. Competitors will receive the results of this examination by mail within four to six weeks following the examination.

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

The Program Manager III examination consists of a Training & Experience Questionnaire weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be achieved. Competitors will receive the results of this examination by mail within four to six weeks following the examination.

Note: Once you have taken the examination, you may not reapply for twelve (12) months.

SCOPE OF EXAMINATION

ALL LEVELS:

A. Knowledge of:

1. Principles, practices and trends of public administration, including management analysis, planning, program evaluation or related areas
2. Concepts, objectives, organization, and operations of Federal, State and local emergency management and disaster activities
3. California geography and resources as they relate to emergency management and disaster planning and operations
4. Administrative problems involved in directing coordinated financial assistance programs
5. Principles and practices of employee supervision, development and training
6. Program development
7. Formal and informal aspects of the legislative process
8. Governmental functions and organization at the State and local level
9. Methods and techniques of effective program management and supervision
10. Organization, activities, and basic legislation concerning the Office of Emergency Services
11. Principles of organization and budgeting
12. The Equal Employment Opportunity Program objectives
13. Manager's role in the Equal Employment Opportunity program and the processes available to meet equal employment opportunity objectives

B. Ability to:

1. Reason logically and creatively and utilize a variety of analytical techniques to solve complex emergency management problems

2. Evaluate alternatives and provide recommendations
3. Gain and maintain the respect, confidence, and cooperation of a wide variety of officials and other persons contacted in the work
4. Analyze data and effectively present ideas
5. Interpret Federal and State statutes
6. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas
7. Establish and maintain project priorities
8. Effectively utilize all available resources
9. Plan, organize and direct the work of others
10. Effectively contribute to the Equal Employment Opportunity objectives

ELIGIBLE LIST INFORMATION

A departmental open eligible list has been established for the California Governor's Office of Emergency Services. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in the period.

EMPLOYEE BENEFITS

The California Governor's Office of Emergency Services offers benefits in the following areas, including but not limited to:

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| ➤ Health, Dental, and Vision | ➤ Retirement Benefits |
| ➤ Cash Benefit Programs | ➤ 401(k) and 457 Deferred Compensation plans |
| ➤ Disability Insurance | ➤ Vacation, Sick, and other Paid Leave |
| ➤ Beneficiary/Survivor Benefits | ➤ Training Courses |

A complete list of all benefits may be viewed at <http://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx>

CAREER CREDITS

Career credits are not granted in open examinations.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow, or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorable discharged or releases. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx> , and the Department of Veterans Affairs.

CONTACT INFORMATION

California Governor's Office of Emergency Services,
Selection Services,
3650 Schriever Ave.
Mather, CA 95655
Email: Erica.Cardenas@caloes.ca.gov
Phone: (916) 845-8321

GENERAL INFORMATION

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Governor's Office of Emergency Services reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification at www.jobs.ca.gov.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

Felony Disqualification: You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are

expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Governor's Office of Emergency Services Recruitment and Selection Services, 3650 Schriever Ave, Mather, CA 95655. Voice (916) 845-8321 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.